

CITY/PARISH RECORDS MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for instituting, implementing and administering a conventional records management program for all departments, divisions, offices and agencies of the City / Parish Government. Incumbent works with considerable independence while reporting directly to the Director of the Department of Administrative Services, has responsibility for the program, and currently no supervisory responsibility for employees.

ILLUSTRATE EXAMPLES OF WORK (NOTE: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Inventories city / parish government offices' and / or agencies' paper work, form and record usage, flow, storage, retention and destruction practices; recommends and initiates improvements and efficiency measures; drafts and negotiates uniform policies and procedures regarding record retention and destruction; submits program to City / Parish Council and Administration for endorsement.

Compiles organizational charts, performs "walk through" inspections of operating division offices, inventories forms in use, analyzes and compiles databases from heaviest to lightest use, identifies "vital" records, eliminates unused forms. Determines retention periods and destruction procedures based on business necessity and applicable law.

Write records management policy and procedure manual, trains users, resolves problems and reports on progress, performance and efficiency gains due to program.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of local, state and federal regulation affecting public record formation, maintenance, retention and destruction.

Through knowledge of the city / parish government organization, layout, business characteristics as well as their forms, files and record keeping requirements.

Knowledge of personal and mainframe computer applications and hardware affecting the records management field.

Knowledge of scanning equipment, electronic image storage and character recognition technology affecting records management field.

Knowledge of traditional filing methods, materials and microfilms.

Ability to form and maintain effective working relations with managers, elected officials, employees, vendors and public.

Ability to obtain support, cooperation and compliance of managers throughout a decentralized organization in implementing and following through with a records management program.

Ability to communicate clearly and concisely, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Completed college degree program in Office Administration, Public Administration or related field and substantial experience in public administration, records management supplemented by specialized training in records management and latest computer usage, or a related combination of education and experience.